

## Division of Purchase & Property

# Smart Supplier

Maurice A. Griffin, Acting Director  
Volume 2, Issue 3

### In this issue:

Director's Message	1
Vendor Forms	2
Ownership Disclosure & Iran Forms	3
Categories & Certifications	4
Quick Reference Guides	4
Contract Conversion & Accessing Purchase Orders	5
Electronic Invoicing	5
FAQS	6

## Director's Message

Dear Vendor Partners:

We are pleased to announce the availability of **electronic invoicing**. This new innovative feature enables vendors who receive POs through NJSTART to submit invoices electronically to New Jersey State agencies as an alternative to hardcopy invoices, saving time and money, making invoice processing more efficient, and reducing the data entry burden on State agency users.

Our Vendor Reference Guides (QRGs) have been updated to reflect all recent changes and are available on the NJSTART support page at <https://www.state.nj.us/treasury/purchase/vendor.shtml>. Please pay particular attention to the QRGs titled "Submit a Quote," "How to Review a Submitted Quote," and "Vendor Categories & Certifications." Also review the guide titled "Accessing Purchase Orders, Change Orders, and Electronic Invoicing."

The Division is also pleased to announce that it has completed its work converting legacy contracts to NJSTART. Contract awardees receive their Blanket PO {Contract} via email, and subsequent details such as Change Orders {Amendments} are also sent via email. All historical documentation such as Bid Solicitation {RFP} Documents and Change Orders are also available in NJSTART.

More than 38,000 of you have registered in NJSTART to date. Thank you for your active participation and partnership.

Best regards,

Maurice A. Griffin



*Goods and Services Contracting Starts Here!*

## Vendor Forms

The State of New Jersey has several specific forms that are required to be submitted by Vendors as part of the procurement process.

A key feature of NJSTART is the elimination of repeated efforts to prepare and submit some required forms by allowing vendors to complete and securely store them within their NJSTART Vendor Profile until they are needed for a Bid Solicitation or until they need to be updated.

**Note: all forms necessary for a Quote {Proposal} submission are identified in Section 4 of each Bid Solicitation. Forms are either included with the Bid Solicitation as an attachment located on the "Attachments" Tab of the Bid Solicitation page within NJSTART or may be found on the Division's website at <http://www.state.nj.us/treasury/purchase/forms.shtml>.**

### DIVISION OF PURCHASE & PROPERTY FORMS

Only PDF versions of forms are available on this site. If a PDF form does not open when using Chrome, please follow these [instructions](#), or try to download the form to your desktop by clicking on the download arrow icon.

VENDOR FORMS REQUIRED FOR ALL PROPOSAL SUBMISSIONS	FORMS AVAILABLE
<a href="#">Offer and Acceptance (Signatory Page)</a>	■ PDF (240 kB)
<a href="#">Disclosure of Investigations and Other Actions Involving Bidder</a>	■ PDF (1 MB)
<a href="#">Disclosure of Investment Activities in Iran</a>	■ PDF (1.73 MB)
<a href="#">Ownership Disclosure</a>	■ PDF (1.61 MB)

VENDOR FORMS REQUIRED FOR SOLICITATION-SPECIFIC PROPOSAL SUBMISSIONS	FORMS AVAILABLE
<a href="#">Chapter 271 Vendor Certification and Political Contribution Disclosure Form</a> (not to be confused with the Chapter 51 form below)	■ PDF (31 KB)
<a href="#">Source Disclosure</a>	■ PDF (98 KB)
<a href="#">Subcontractor Utilization Plan</a>	■ PDF (622 KB)
<a href="#">Cooperative Purchasing Form (Agreement to Extend State Contract Terms to Quasi-State Agencies, Counties, Municipalities, School Districts, Colleges)</a>	■ PDF (1.06 MB)

The following are just a few examples of required vendor forms, along with the relevant Bid Solicitation section number, that must be submitted in response to bidding opportunities.

The forms, registrations and certifications listed below are required to be submitted with your Quote {Proposal}; refer to section 4.4.2. within the Bid Solicitation.

- Ownership Disclosure;
- Disclosure of Investment Activities in Iran;
- Subcontractor Utilization Plan (if requested in the Bid Solicitation).

The forms, registrations and certifications listed below are required before a Blanket PO {Contract} can be awarded and should be submitted with the Quote {Proposal}; refer to section 4.4.2. within the Bid Solicitation.

- Disclosure of Investigations and Other Actions Involving Bidder {Vendor};
- Source Disclosure.

The form/certification listed below is required to be kept current at all times. It is also required before a Blanket PO {Contract} can be awarded and should be submitted with the Quote (Proposal); refer to section 7.1.1. within the Bid Solicitation.

- Two-Year Chapter 51 / Executive Order 117 Vendor Certification and Disclosure of Political Contributions.

**Please remember, it is the Vendor's {Bidder's} responsibility to ensure that all required forms are properly completed, up-to-date, and submitted with the Quote.**



## Ownership Disclosure Form and Disclosure of Investment Activities in Iran Form

New Jersey law requires Vendors {Bidders} submitting a Quote {Proposal} to disclose AT THE TIME OF Quote {Proposal} submission: (1) ownership information for all stockholders, partners, or members owning a 10% or greater interest in the bidding entity; and, (2) investment activities in Iran. N.J.S.A. 52:25-24.2, N.J.S.A. 52:32-58. Additionally, the Division's administrative regulations emphasize that in order for a Vendor {Bidder} to be eligible for an award of a Blanket PO {Contract}, the Vendor's {Bidder's} submitted Quote {Proposal} must be received by the Division on or before the Quote {Proposal} due date and time and must contain all certifications, forms, and attachments, completed and signed. N.J.A.C. 17:12-2.2.

These statutes and regulations require strict compliance in order to maintain the equal footing of all Vendors {Bidders} and to ensure the integrity of the State's bidding process. Therefore, in order to make the process of complying with the disclosure requirements easier, the Division provides an *Ownership Disclosure Form* and a *Disclosure of Investment Activities in Iran Form* for use by Vendors {Bidders} in preparing and submitting Quotes.

When submitting a Quote {Proposal} electronically through **NJSTART**, as an alternative to the submission of a hard copy version of the *Ownership Disclosure Form* or the *Disclosure of Investment Activities in Iran Form*, Vendors {Bidders} are able to make the appropriate certification regarding ownership or investment activities in Iran, on the "Maintain Terms and Categories" Tab within the Vendor Profile in **NJSTART**.

However, where a Vendor {Bidder} is submitting a Quote {Proposal} in hard copy, be sure to include completed copies of the *Ownership Disclosure Form* and *Disclosure of Investment Activities in Iran Form*, both of which can be found on the Division's website: [www.nj.gov/treasury/purchase/forms.shtml](http://www.nj.gov/treasury/purchase/forms.shtml).

The NJSTART system does not prevent a Vendor {Bidder} from submitting a Quote {Proposal} without all of the required forms and documents attached. Accordingly, all Vendors {Bidders} are cautioned to ensure that all required forms are completed and submitted to the Division with the Quote {Proposal}.

If a Vendor {Bidder} does not complete Ownership Disclosure or Investment Activities in Iran category within NJSTART or complete and submit the required form with the Quote {Proposal} then the Division has no choice but to reject the Quote {Proposal}. The failure to complete the category within NJSTART or submit the forms with the Quote {Proposal} cannot be "fixed" after the Quote {Proposal} submission deadline.

OWNERSHIP DISCLOSURE FORM		
BID SOLICITATION #:	VENDOR (BIDDER):	
<b>PART 1</b>		
PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE "YES" OR THE "NO" BOX. ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO COMPLETE THIS FORM PURSUANT TO N.J.S.A. 52:25-24.2.		
PLEASE NOTE THAT IF THE VENDOR/BIDDER IS A NON-PROFIT ENTITY, THIS FOR IS NOT REQUIRED.		
1. Are there any individuals, corporations, partnerships, or limited liability companies owning a 10% or greater interest in the Vendor (Bidder)?	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
IF THE ANSWER TO QUESTION 1 IS "NO", PLEASE SIGN AND DATE THE FORM. IF THE ANSWER TO QUESTION 1 IS "YES", PLEASE ANSWER QUESTIONS 2 - 4 BELOW.		
2. Of those parties owning a 10% or greater interest in the Vendor (Bidder), are any of those parties individuals?	<input type="checkbox"/>	<input type="checkbox"/>
3. Of those parties owning a 10% or greater interest in the Vendor (Bidder), are any of those parties corporations, partnerships, or limited liability companies?	<input type="checkbox"/>	<input type="checkbox"/>
4. If your answer to Question 3 is "YES", are there any parties owning a 10% or greater interest in the corporation, partnership, or limited liability company referenced in Question 3?	<input type="checkbox"/>	<input type="checkbox"/>
IF ANY OF THE ANSWERS TO QUESTIONS 2 - 4 ARE "YES", PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 2 BELOW.		
<b>PART 2</b>		
PLEASE PROVIDE FURTHER INFORMATION RELATED TO QUESTIONS 2 - 4 ANSWERED AS "YES".		
If you answered "YES" for questions 2, 3, or 4, you must disclose identifying information related to the individuals, corporations, partnerships, and/or limited liability companies owning a 10% or greater interest in the Vendor (Bidder). Further, if one or more of		

## Categories & Certifications

Vendor Categories capture specific information that must be completed by the Vendor's {Bidder's} Seller Administrator.

To review the "Terms, Categories, and Certifications" section and ensure the information in your organization's profile is accurate, sign into NJSTART. Pay particular attention to the first five categories in this section (four of which are mandatory) since it captures specific information that must be completed by the Seller Administrator. These categories relate to information collected on behalf of the Office of Management and Budget (OMB) for payment processing purposes and include:

- ◇ Category: 1. Primary Business Function - (MANDATORY FIELD);
- ◇ Category: 2. Prompt Payment Exemption (optional; does not apply to most vendors);
- ◇ Category: 3. Business Formation (MANDATORY FIELD);
- ◇ Category: 4. Electronic Funds Transfer Certification (MANDATORY FIELD);
- ◇ Category: 5. Tax ID Certification (Substitute W9) (MANDATORY FIELD).

To complete these Categories, click on the checkbox that applies to your organization.

There are also Categories in the Vendor Profile that, when completed, allow vendors to submit an abbreviated version of the required form, and in some cases, form submission may not be required at all.

These DPP Vendor Categories include: Ownership Disclosure; Disclosure of Investment Activities in Iran; Disclosure of Investigations and Other Actions Involving Bidder; Disclosure of Non-Profit Officers and Directors.

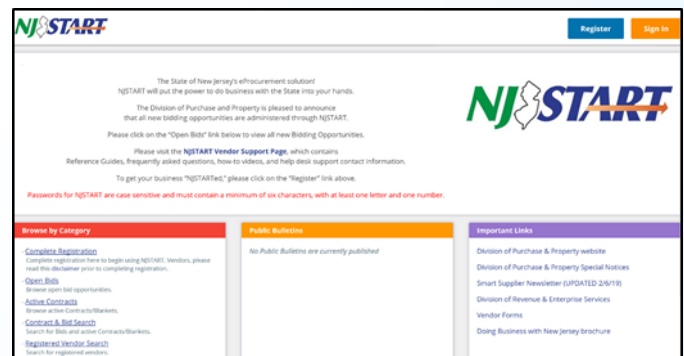
Vendor Certifications that are grayed out cannot be completed by the vendor since they capture specific information that will be populated by other New Jersey systems of record.

Vendor Certifications include the following:

- ⇒ Business Registration
- ⇒ Chapter 51/EO 117 Compliance - 2 Year Approval
- ⇒ Debarment
- ⇒ AA/EEOC Compliance
- ⇒ Small Business Category
- ⇒ Small Business Enterprise
- ⇒ Minority Owned Business Enterprise
- ⇒ Women Owned Business Enterprise
- ⇒ Veteran Owned Business
- ⇒ Insurance Liability Compliance

## Quick Reference Guides

All Vendor Reference Guides (QRGs) have been updated to reflect the most recent changes.



Please visit our NJSTART Vendor Support Page at <http://www.state.nj.us/treasury/purchase/njstart/vendor.shtml> to see all of our QRGs, frequently asked questions, and helpful videos.

If you need assistance or have questions about NJSTART, please email us at [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov) or call the NJSTART Help Desk at 609-341-3500.

Also visit [www.njstart.gov](http://www.njstart.gov) to see all open bidding opportunities.

## Contract Conversion & Accessing Purchase Orders

The Division of Purchase & Property (DPP) has completed the process of transferring active Blanket POs {Contracts} from our legacy MACS-E system into NJSTART.

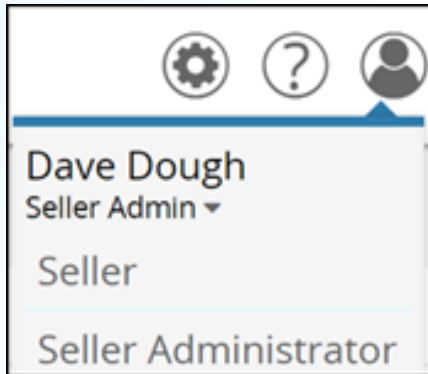
Contract awardees receive their Blanket PO via email. The Blanket PO number will be the same as the original MACS-E Contract number.

All Change Orders {Amendments} are processed within NJSTART and all historical documentation such as Bid Solicitation Documents and Change Orders are also available in NJSTART.

Vendors {Contractors} also receive Release Orders {Purchase Orders} via email through NJSTART.

PO and Change Order notifications are sent to the primary email associated with the Vendor's profile.

To access POs, a Vendor user must be in the Seller role after logging in.



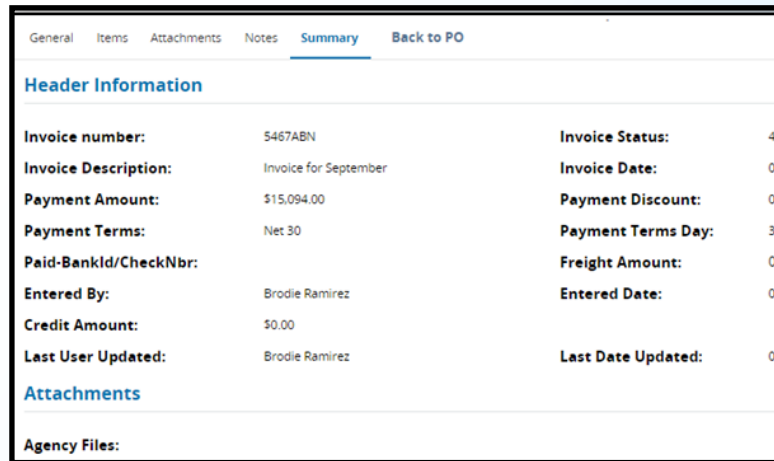
Note: The crosswalk language from our legacy MACS-E system to NJSTART appears below.

## Electronic Invoicing

We are pleased to announce that NJSTART now enables Vendors who receive POs through NJSTART to submit invoices electronically to New Jersey State agencies, if desired, as an alternative to hardcopy invoices.

The purpose of submitting an invoice electronically is to make invoice processing more efficient and to reduce the data entry burden on Accounts Payable users. Typically, the Vendor mails invoices to the Accounts Payable user, who enters the invoice into the system.

More information on accessing purchase orders and electronic invoicing can be found on the [NJSTART Vendor Support](#) page. The Vendor Support page contains Reference Guides on various NJSTART topics, including "Accessing Purchase Orders, Change Orders, and Electronic Invoicing" as well as informational videos.



General		Items	Attachments	Notes	Summary	Back to PO
<b>Header Information</b>						
Invoice number:	5467ABN	Invoice Status:		4		
Invoice Description:	Invoice for September	Invoice Date:		0		
Payment Amount:	\$15,094.00	Payment Discount:		0		
Payment Terms:	Net 30	Payment Terms Day:		3		
Paid-BankId/CheckNbr:		Freight Amount:		0		
Entered By:	Brodie Ramirez	Entered Date:		0		
Credit Amount:	\$0.00	Last Date Updated:		0		
Last User Updated:	Brodie Ramirez					
<b>Attachments</b>						
Agency Files:						

If you have any questions or need further assistance, please email us at [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov) or call our Vendor Support line at 609-341-3500.

<b>NJSTART Term</b>	<b>Equivalent Existing New Jersey Term</b>
<b>Bid/Bid Solicitation</b>	RFP/Solicitation
<b>Bid Amendment</b>	Addendum
<b>Change Order</b>	Contract Amendment
<b>Master Blanket Purchase Order (Blanket PO)</b>	Contract
<b>Offer and Acceptance Page</b>	Signatory Page
<b>Quote</b>	Proposal
<b>Release Orders</b>	Purchase Orders (PO)
<b>Vendor</b>	Bidder/Contractor



## Frequently Asked Questions

### What forms need to be submitted with the Proposal? Where can I find the forms?

- All forms necessary for the Quote {Proposal} submission are identified in Bid Solicitation {Request for Proposal} Section 4 Quote {Proposal} Preparation and Submission. Forms are either included with the Bid Solicitation as an attachment located on the "Attachments" Tab of the Bid Solicitation webpage within NJSTART or may be found on the Division's [website](#).

### How do I update my remit address?

- Once registered, sign into [www.njstart.gov](http://www.njstart.gov) using the Login ID and Password you created when you registered in **NJSTART**, and ensure you're in the Seller Administrator role to make the necessary updates. Navigate to Maintain Organization Information, then click on "Maintain Addresses." Once there, review each Remit Address, ensure it has a Name, or add one if it's missing (e.g., Main Remit Address, Corporate Remit, etc.). You will also have to add an email address in the designated field; select one remit address as the Default address; and complete any other missing fields marked with an asterisk.

The Reference Guide titled *Company Information & User Access* provides additional information regarding the process of adding, changing or deleting any of your organization's addresses.

### I can't open your forms:

- Try Internet Explorer. If you are using Chrome, download the form by clicking on the download icon and save the form to your desktop or other folder, then open it from there. All of our forms are available in PDF [online](#).

### How do I submit a Quote (Proposal)?

- Please read the Bid Solicitation in its entirety as well as the other attachments. Also read the Reference Guide titled [Submit a Quote](#). There is also a video available titled "[Submit a Quote](#)" on our website.

### How do I enter my banking information for electronic payments?

- You can add your banking information after your initial registration has been completed. Sign in at [www.njstart.gov](http://www.njstart.gov) using the Login ID and Password you created when you registered in NJSTART, and ensure you're in the Seller Administrator role to make the necessary updates. Navigate to Maintain Organization Information, then click on "Maintain Addresses." Once there, review each Remit Address, ensure it has a Name, or add one if it's missing (e.g., Main Remit Address, Corporate Remit, etc.). You will also have to add an email address in the designated field; select one remit address as the Default address; and complete any other missing fields marked with an asterisk.
- Also check the "EFT Enabled?" box to open the fields to enter your bank account description, country, bank name, account type, routing and account numbers to receive electronic (ACH) payments. Remember to Save your changes. Also, navigate to the "Terms & Categories" section and review your selection for Category: 4 to ensure it matches your remittance preference (the EFT box must be checked if you want to receive electronic payments).

### The person who created our company's profile is no longer employed by us. How do we access the account?

- Email us at [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov) using your company email address and provide us with the former company administrator's name and your company's tax ID. Or, call us at 609-341-3500, press option 1 and provide us with the former company administrator's name and your company's tax ID for verification.

### Why did I receive a bid amendment notification from the Division of Purchase & Property?

- Those Vendors {Bidders} who are on the bidholder list for a particular bid, either through commodity code registration in NJSTART or by acknowledging the bid in NJSTART, receive automatic notification of any Bid Amendment(s) {Addenda} that are released.